



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

5720

IN REPLY REFER TO

Ser N09B10/2U513847

4 Sep 02

From: Chief of Naval Operations

Subj: ANNUAL FREEDOM OF INFORMATION ACT REPORT

Ref: (a) <http://foia.navy.mil> (FOIA Resource Materials)  
(b) SECNAVINST 5720.42F

1. This letter is being e-mailed to you for action and widest dissemination to your subordinate activities.
2. Paragraph 16 of reference (b) requires the submission of an Annual FOIA Report (DD-DA&M (A) 1365 (5720)) to the Department of Defense. This is a reminder that the Annual FOIA Report submission for the period 1 Oct 01 through 30 Sep 02 is coming due. Reporting dates are as follows:
  - a. Navy feeder report submissions are required to be submitted by 25 Oct 02 to Echelon 2 commands for their consolidation.
  - b. Marine Corps feeder report submissions are required to be submitted by 25 Oct 02 to CMC (ARSE) for their consolidation.
  - c. CMC (ARSE), JAG Headquarters, OGC (FOIA), CNO (NOONB), and Echelon 2 commands are required to submit their consolidated Annual FOIA Report to CNO (N09B10) by 8 Nov 02. Submissions can be faxed to (202) 685-6580 or e-mailed to [navyfoia@hq.navy.mil](mailto:navyfoia@hq.navy.mil).
3. Exempt from reporting: Units afloat and aviation squadrons who have not received or responded to any FOIA requests are exempt from reporting. Negative reports ARE NOT required.
4. This letter, along with new FY 02 reporting instructions and tools to use in preparing the Annual Freedom of Information Act (FOIA) Report submission, is posted at reference (a).

DORIS M. LAMA

By direction

(202) 685-6545/DSN 325-6545

FOIA E-MAIL DISTRIBUTION LIST  
(Actual addresses not shown)